

1.932
A2B89

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Research Administration
Bureau of Agricultural and Industrial Chemistry
Washington 25, D. C.

December 12, 1947

BUREAU MEMORANDUM 401

Preparation, Review, and Approval of Manuscripts for Publication,
Presentation or Processing

TO DIRECTORS OF REGIONAL RESEARCH LABORATORIES, BUREAU DIVISION HEADS,
AND OFFICERS IN CHARGE OF FIELD STATIONS

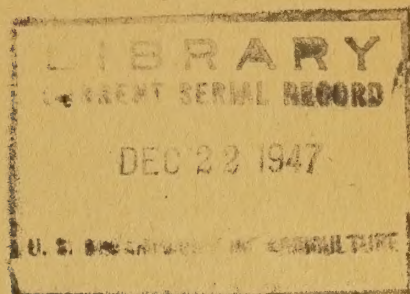
The procedure outlined in the attachment to this memorandum will be observed in the preparation, review and approval of Bureau manuscripts for official presentation and for official and/or private publication. This memorandum supersedes Bureau Memoranda 335 and 336 and all previous memoranda on this subject.

Manuscripts originating in the Bureau Divisions headquartered in the Regional Laboratories will be edited by the editors of the respective Laboratories. It will be the responsibility of the Bureau Division Head to submit these manuscripts to the editor through the Director of the Laboratory concerned. Manuscripts originating in Bureau Divisions in the Washington-Beltsville Area will be edited in the Bureau Division of Information, Washington.

Louis B. Howard

Louis B. Howard
Chief of Bureau

Attachment



UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Research Administration
Bureau of Agricultural and Industrial Chemistry
Washington 25, D. C.

Preparation, Review, and Approval of Manuscripts for Publication,
Presentation or Processing

(Attachment to Bureau Memorandum 401)

OFFICIAL MANUSCRIPTS

I. Manuscripts for publication will be handled according to the four following steps:

1. Preparation by author and review by Division Head: The Division Head and Section leaders of the Division in which the manuscript originates will assume responsibility for the careful preparation and initial review of the manuscript. The Division Head will review carefully each manuscript in its earliest draft and decide whether the subject matter is developed to a point sufficient to justify publication. Before a manuscript is submitted for technical review (see step 2 below) the Division Head will assure himself that its clarity, selection and presentation of data, justifiability of conclusions and general adequacy, meet the highest standards and the specific requirements of the journal or other medium in which the manuscript is to be published. The Division Head should also bear in mind the impact of publication on patents pending or to be filed.

2. Technical review: The manuscript will be submitted to the Director of the Regional Laboratory or Head of the Bureau Division who will arrange for technical review within his Laboratory or Division and in addition for technical review by two Bureau scientists in other Regional Laboratories or Bureau Divisions who, in the opinion of the Director (or Head of Bureau Division) of the originating laboratory, are best qualified to evaluate the material presented in the manuscript. Submission of manuscripts for review will be made through the Director of the Regional Laboratory or Head of the Bureau Division in which the reviewer is located. If the reviewer selected is absent or finds it impossible for any reason to make the review requested, the Director (or Head of Bureau Division) of the reviewer's laboratory will submit the manuscript to another scientist in his laboratory who, in his opinion, is competent to review it. If the subject matter of the manuscript is of such nature that the Director (or Head of Bureau Division) of the originating laboratory feels that it cannot receive competent technical review in other Bureau laboratories, it will be unnecessary to solicit reviews outside of the originating laboratory and the manuscript can be submitted directly for editorial review (Step 3). However, when a manuscript which falls within this category has been editorially reviewed

and is submitted for Bureau approval, it should be accompanied by a brief statement explaining why a technical review outside of the originating laboratory or Division was not made.

Reviewers will confine their attention to the technical aspects of the manuscript although they may wish to make suggestions for the improvement of clarity of the manuscripts, and their comments and suggestions will be returned promptly to the author through the Directors of the Laboratories or Heads of Bureau Divisions concerned. The author must consider the comments made concerning the technical aspects of the manuscript by the reviewers, reconcile any differences with the reviewers to their mutual satisfaction, and revise his manuscript accordingly. If authors and reviewers are unable to reconcile differences, settlement will be undertaken by the Directors of the Laboratories or Heads of Bureau Divisions involved. If agreement cannot be reached in this manner, the complete file will be submitted to the Chief of the Bureau by the Director of the Laboratory or Head of the Bureau Division in which the manuscript originated.

At the time the manuscript is sent for technical review, a copy of the abstract, referred to in Section 4, will be sent to the Directors of each of the Regional Laboratories and the Heads of Bureau Divisions not responsible for the technical review, for the information of the staffs of these Laboratories and Divisions. If examination of the abstract by scientists in the latter Regional Laboratories and Bureau Divisions discloses the likelihood of conflict with their observations or indicative of unwarranted overlapping of authorized fields of work, it will be expected that it will be brought to the attention of their Laboratory Director or Bureau Division Head, who will, if indicated, request a copy of the complete manuscript from the originating laboratory for further consideration.

3. Editorial review: The technically reviewed and revised manuscript will be submitted to the laboratory editor who will review it carefully for clarity and conformance with the style of the journal or other medium in which the manuscript is to be published. At the discretion of the Director of the Laboratory or Head of the Bureau Division, the manuscript may be reviewed editorially before it is submitted for technical review. However, in such cases, the editor will be expected to review the manuscript again in its final, revised form before it is submitted for Bureau approval, since the manuscript will receive no further editorial review prior to its submission for publication.

4. Bureau review and approval: When the manuscript has been technically and editorially reviewed and revised, and is, in the opinion of the Director of the Laboratory or Head of the Bureau Division, ready for publication, it will be submitted together with a file of all correspondence to the Chief of the Bureau with the request that it be approved for publication in a designated journal or other medium. The request will be accompanied by the number and title of the line project or projects under which the work covered by the manuscript was conducted, and by an abstract of the manuscript for the Bureau list of publications..

In the Office of the Chief, review will be limited to examination of the manuscript to determine whether it conforms with Bureau and Department policy, and whether there is need for review by agencies other than this Bureau, etc., but will not include technical or editorial review by the Bureau's Division of Information.

II. Manuscripts for presentation only may be divided into three classes: (1) manuscripts of general or "popular" talks, such as lectures before service clubs and similar organizations, (2) manuscripts of scientific talks which report specifically the results of the Bureau's published research, and (3) manuscripts of scientific talks which report scientifically results of the Bureau's research which is wholly or partly unpublished.

For talks in the first class, a manuscript or sufficiently detailed outline will be prepared and submitted through the Director of the Laboratory or Head of Bureau Division to the Chief of the Bureau for approval for presentation only. It will not be necessary to submit copies of such manuscripts or outlines for editorial review or for technical review in the other Laboratories. However, if the subject matter includes work of other Regional Laboratories or Bureau Divisions, clearance of the Regional Laboratories or Bureau Divisions concerned should be secured. A paper once approved for presentation may be presented again without prior approval but it will be the responsibility of the Director of the Laboratory or Head of the Bureau Division to report promptly the date and place of each such presentation to the Chief of the Bureau so that proper record can be made.

For talks in the second class a manuscript or comprehensive outline will be prepared and copies submitted to the Regional Laboratories and Bureau Divisions for the information of their staffs; at the same time a copy will be sent to the Chief of the Bureau with request for approval for presentation only. Submission of the manuscript should be accompanied by a statement showing the name of the group before which it is to be presented and the place and date. If examination of the manuscript or outline by a Regional Laboratory or Bureau Division discloses material in conflict with their observations or interpretation, this should be brought to the attention of the Laboratory in which the manuscript or outline originated and simultaneously to the attention of the Chief of the Bureau. Whenever such instances occur, approval by the Chief of the Bureau will be withheld

pending receipt of a statement that the differences have been reconciled. In cases where abstracts of papers are required by a scientific society or a group for publication in meeting programs or collected abstracts, such abstracts will be handled in the same manner as the manuscript or outline. Procedure for the re-presentation of material once approved for presentation shall be the same as that given for the first class of talks in the paragraph above.

For talks in the third class, a manuscript shall be prepared, technically reviewed and submitted for the approval of the Chief of the Bureau as prescribed above under "Manuscripts for Publication," except that editorial review will not be required. In exceptional circumstances where shortness of time absolutely precludes preparation of a manuscript, a comprehensive outline that includes all pertinent data and conclusions may be prepared, reviewed and submitted in lieu of a manuscript.

All copies of manuscripts approved for presentation only must be stamped "NOT FOR PUBLICATION. APPROVED FOR PRESENTATION ONLY," immediately after notice of approval has been received from the Chief of Bureau. Approval for presentation only indicates that the author has no authority to grant permission to publish.

Since, in the majority of cases, requests for approval are ultimately for both presentation and publication, authors should request this broader approval whenever it is practicable to do so. The procedure to be followed will be that indicated under "Manuscripts for Publication."

III. AIC Publications and CA (Correspondence Aid) Lists:

Any material intended for processing and distribution to the public or the trade must be submitted for Bureau approval and the assignment of AIC or CA numbers.

Material of temporary rather than permanent value, such as preliminary instructions for the application of new or modified processes, descriptions of processing equipment, articles reviewing, condensing, or simplifying information given in technical publications of the Bureau, papers and addresses discussing activities or accomplishments of the Bureau in general or certain phases of the Bureau's work, and lists of publications with or without abstracts are published in processed form under AIC numbers. Manuscripts bearing AIC numbers are classed as Bureau publications and hence should be prepared, technically and editorially reviewed and submitted for approval of the Chief of Bureau, as prescribed under "Manuscripts for Publication."

CA (Correspondence Aid) numbers will be assigned to processed lists of various kinds intended to be helpful to the public or the trade by giving sources of information, formulas, materials, equipment, services, etc.,

relating to the preservation or industrial processing of agricultural commodities, their products, or by-products. CA lists are not classed as Bureau publications and are not to be distributed to libraries for cataloging. Such lists must be non-discriminatory and must contain statements disclaiming recommendation or endorsement by the Department when proprietary products and manufacturers are listed. CA lists will be submitted to the Chief of Bureau for his approval before they are issued, and copies will be sent to all of the Laboratory Directors and Heads of the Bureau Divisions for their information.

All revisions of or supplements to existing AIC publications and CA lists will be submitted for Bureau approval according to the procedure outlined above before they are issued. When supplies of AIC publications or CA lists are exhausted and preparation of new supplies is necessary, such new supplies should be marked "Re-issued - Date", and may be prepared without Bureau approval provided no significant changes are made in the re-issued material. Copies of re-issued AIC publications and CA lists should be sent to the Chief of Bureau for files and record.

PRIVATE MANUSCRIPTS

The Bureau does not object to its personnel doing private writing on subjects in which they are interested provided the time and energy required for this outside activity does not interfere with their official duties. This work, however, must be done in accordance with Department regulations (which includes Nos. 1214, 1336, and 1548)--that is, it must be done outside official hours, must not involve the use of Government material or official time of other personnel, and must not report on unpublished results of the Bureau.

Members of the Bureau staff desiring to write articles, books, chapters for books, book reviews, etc., for private publication should first obtain Bureau permission through regular channels to do such work (this should be done before a commitment is made): second, submit the finished material (original and one carbon copy) through the proper channels to the Chief of Bureau for consideration. If authors are to be remunerated, the extent of such remuneration should be stated in the initial request.

Members of the Bureau staff who wish to edit books, articles, reviews, or other material for private publication should secure Bureau permission through regular channels before commitment is made. If remuneration is involved, the amount should be stated in the request.

